

# Requesting Unclaimed Funds

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## Procedure for Requesting Funds

Applications for Payment of Unclaimed Funds must be submitted to the Clerk's office for filing. Applications will be reviewed and forwarded to the appropriate Judge for an order.

Payment will be made by U.S. Treasury check, and issued in the name of the claim owner. If a corporation or business has changed ownership, the payment will be made in the name of the original claim owner n/k/a the new claim owner. Joint claims will be paid by one check payable to both parties.

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## Required Application Forms

Applicants are classified in three basic categories: individual, funds locator, and corporation or business entity. Every applicant is required to submit:

1. an Application <http://www.insb.uscourts.gov/WebForms/UnclaimedFunds/SF03470.6.appl-pymt-unclaimed-funds.pdf>,
2. an Identification Form either for Individuals <http://www.insb.uscourts.gov/WebForms/UnclaimedFunds/UnclaimedFunds%20Ind%20ID.pdf> or for Corporate entities <http://www.insb.uscourts.gov/WebForms/UnclaimedFunds/UnclaimedFunds%20Corp%20ID.pdf>, and
3. an AO 213 Form <http://www.insb.uscourts.gov/WebForms/UnclaimedFunds/AO-213.pdf>. This form is required to enter your information into the Court's accounting system.

For some applicants, additional forms must be submitted as listed below:

If you are an Individual Creditor or Debtor	
Additional Documents (as needed)	<p>If your name has changed since the bankruptcy case was filed, please submit a copy of your <b>marriage certificate or divorce decree</b>.</p> <p>If you are filing the application on behalf of a deceased claimant, please submit certified copies of all <b>probated documents, including death certificate and Letter of Administration or other documentation</b>, proving your right to act on behalf of the deceased creditor.</p> <p>If a claim has been transferred to a successor through assignment, submit <b>documentation proving the transfer of claim</b> from the original owner.</p>

If you are a Funds Locator	
Power of Attorney (required)	Submit a notarized <b>Power of Attorney</b> with original signature, expressly authorizing the funds locator to collect funds on behalf of the claim owner. Click here <a href="http://www.insb.uscourts.gov/WebForms/UnclaimedFunds/SF03470.8.power-of-attorney.pdf">http://www.insb.uscourts.gov/WebForms/UnclaimedFunds/SF03470.8.power-of-attorney.pdf</a> for a sample Power of Attorney.
Additional Documents (as needed)	If a claim has been transferred to a successor through assignment, submit <b>documentation proving the transfer of claim</b> from the original owner.

If you represent a Corporation or Business Entity	
Affidavit of Creditor (required)	Click here <a href="http://www.insb.uscourts.gov/WebForms/UnclaimedFunds/SF03470.7.affidavit-of-creditor.pdf">http://www.insb.uscourts.gov/WebForms/UnclaimedFunds/SF03470.7.affidavit-of-creditor.pdf</a> for a 2-page form <b>Affidavit of Creditor</b> authorizing an individual to act on behalf of a corporate or business claim owner to recover unclaimed funds. The Affidavit must be notarized.

## Common Errors

- Application is submitted without AO 213 Form.
- Application, Identification Form or AO 213 Forms are not signed.
- Joint Application is signed by only one applicant.
- Joint Application does not include Identification Forms for each applicant.

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## Mail Applications to:

U.S. Bankruptcy Court  
46 E. Ohio St., Rm. 116  
Indianapolis, IN 46204

Applications may also be delivered to the Clerk's office at the above address, from 8:30 a.m. to 4:30 p.m. weekdays, except federal holidays.